

PLAN FOR ISSUING SECTIONS PREPARED BY BELL OPERATING COMPANIES

1. GENERAL

1.01 In the preparation of subject matter for insertion in Bell System Practices—Transmission Testing by a Bell Operating Company, it is expected that this matter will ordinarily come within the following classifications:

- (a) Addenda
- (b) Temporary Company Practices
- (c) Company Practices Related to Local Conditions or Non-Standard Equipment.

The status of "Company Practices" is indicated by the color of the paper as outlined in Paragraph 3.03.

1.02 Those sections coming within the classification "Addenda" should cover such changes or departures of minor character from specific Bell System Practices as may be required by the Bell Operating Company due to local conditions. "Addenda" may also be employed to modify printed instructions issued by the Bell Operating Company. The phrase "Addendum to Section K—" may be placed in the first line of the upper right corner of the page.

1.03 Under the heading "Temporary Company Practices" should be grouped those sections covering instructions relating to standard equipment or apparatus, the character of which is such that they come within the scope of Bell System Practices but for which no instructions have been issued. Before issuing instructions which come under this heading, section numbers should preferably be obtained from the A. T. and T. Company unless they are already indicated in the index.

1.04 In outlining the scope of Bell System Practices—Transmission Testing, it appeared that some phases of the work in connection with local company non-standard equipment or practices would not be covered and, in order to provide a place for such information when prepared by the Bell Operating Company, a series of numbers in each major subdivision are available for this exclusive use.

1.05 A suggested form of page for use with "Company Practices" is shown in Fig. 1. In order to avoid confusion with the regular practices letters will be used to indicate the issues instead of numbers. The Company initials will be used in the third line in the upper right-hand corner instead of the term used in the regular practices to denote its status.

2. NUMBERING PLAN

2.01 An "Addendum" which modifies a Practice should bear the same section number and subject as the section which it modifies and should be inserted in the binder in front of that section.

2.02 "Temporary Practices" should be assigned numbers as described in paragraph 1.03 in accordance with the division, subdivision and section for the particular subject as set forth in the index.

2.03 "Company Practices Related to Local Conditions or Non-Standard Equipment" should be assigned numbers in the series in each major subdivision reserved for Bell Operating Company use.

3. SIZE AND COLOR OF PAPER STOCK

3.01 In issuing sections to be bound with Bell System Practices—Transmission Testing, the following procedure is recommended with regard to size, color and paper stock employed.

3.02 The same size of paper should be used, nominal, $8\frac{3}{8}$ " x $10\frac{7}{8}$ " and the quality should be similar to that employed for the standard practices. Care should be exercised to insure that perforations for binding are accurately spaced to insure binding alignment.

3.03 In order to insure uniformity of practice in the issuance of Bell Operating Company instructions and to provide through the use of different colored paper a means for identifying the character of each instruction, the following color scheme is recommended.

SECTION K11.12

	Classification of Instruction	Color of Paper
	Addenda	Pink
	Temporary Company Practices	Yellow
	Company Practices Related to Local Conditions or Non-Standard Equipment	White
3.04	In the selection of paper, only that which is slightly tinted in the color indicated	

should be used as the deeper shades tend to interfere with the legibility of printing.

4. DISTRIBUTION AND REPLACEMENTS

- 4.01 The plan for distributing new and replaced practices prepared by the Bell Operating Companies will vary for the different companies and will be administered by the companies themselves.

BELL SYSTEM PRACTICES
Transmission Testing
Testing Methods

SECTION K20.91
Issue A, 9-1-30
"X" Tel. Co.

TITLE

(Text material arranged in a manner similar to that
followed for standard sections)

(Specify Copyright Information When Used)

Page 1

Reduced Sample Page Showing Suggested
Arrangement of Practices Issued by
Bell Operating Companies

Fig. 1